


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1 CONTRACT ID CODE		PAGE OF PAGES 1 14	
2 AMENDMENT/MODIFICATION NO 14		3 EFFECTIVE DATE 01-Apr-2017		4 REQUISITION/PURCHASE REQ NO SEE SCHEDULE		5 PROJECT NO (If applicable)	
6 ISSUED BY NAWCTSD 253 12211 SC ENCE DRIVE (25361) ORLANDO FL 32826-3224		CODE N61340		7 ADMINISTERED BY (If other than item 6) DEFENSE CONTRACT MANAGEMENT AGENCY EAST DCMA BALT MORE 217 EAST REDWOOD ST. SUITE 1800 BALT MORE MD 21202-5299		CODE S2101A	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) L B & B ASSOCIATES INC. RICK FRANZ 9891 BROKENLAND PKWY STE 400 COLUMBIA MD 21046-3005				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD. OF CONTRACT/ORDER NO. N61340-11-D-1007-0005			
				X 10B. DATED (SEE ITEM 13) 29-May-2015			
CODE 0V349		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: In pursuant to FAR Clause 52.243-1 Changes (Fixed Priced) and 52.217-9							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: greene17656 See continuation page							

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) SIDNEY GALLOWAY / CONTRACTING OFFICER TEL: 407-380-8331 EMAIL: sidneygalloway@navy.mil	
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B.  BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED 28-Apr-2017

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

MODIFICATION 14 SUMMARY

The purpose of this modification is to:

1. In Section B, CLIN 1707 exercised and description corrected to the Mayport, FL site... 54 hours of Premium hours added.
2. In Section B, CLIN 1713 and 1715 exercised.
3. In Section B, CLIN 1724 added, exercised, and funded for 5 months.
4. In Section B, CLIN 1824 has been added and priced.
5. In Section F, the Period of Performance for CLINs 1707AA, 1713, 1715, 1724 and 1824 updated or added.
6. In Section F, Clause 5252.247-9505, Technical Data and Information, has been updated with ACOR information.
7. In Section G, Clause 5252.201-9501, Designation of Contracting Officer's Representative (COR) (NAVAIR) (SEP 2012) - ALT I (SEP 2012) has been updated with ACOR information.
8. In Section G, funded CLIN 1707AA, 171301, 171501 and 172401 funded under ACRN AK.

THIS MODIFICATION CONFIRMS THE AUTHORIZATION TO PROCEED ISSUED ON 27 MAR 2017

No other changes made with this modification.

All other terms and conditions remain unchanged.

The following have been deleted:

MODIFICATION 12 SUMMARY

SECTION A - SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$273,900.00 from \$3,844,043.60 to \$4,117,943.60.

SECTION B - SUPPLIES OR SERVICES AND PRICES

CLIN 1707

The CLIN extended description has changed from:

Premium Time IAW SOW 66410-A-0409. All premium time is per man-hour. The premium time rate per hour for the San Diego site is [REDACTED] per hour. See amplifying information in Section B.2.

To:

Premium Time IAW SOW 66410-A-0409. All premium time is per man-hour. The premium time rate per hour for the Mayport, FL site is [REDACTED] per hour. See amplifying information in Section B.2.

The option status has changed from Option to Option Exercised.

CLIN 1713

The option status has changed from Option to Option Exercised.

CLIN 1715

The option status has changed from Option to Option Exercised.

SUBCLIN 1707AA is added as follows:

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
1707AA	Premium Time - Mayport, FL FFP Funding for 54 hours of premium time in Mayport, FL at [REDACTED]/hr. FOB: Destination PURCHASE REQUEST NUMBER: 1300621583-0001	54	Hours	[REDACTED]	[REDACTED]
				MAX NET AMT	[REDACTED]
ACRN AK CIN: 130062158300009					[REDACTED]

PSC Code J069

SUBCLIN 171301 is added as follows:

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
171301		UNDEFINED		UNDEFINED	\$0.00

Janitorial Services for Mayport, FL
FFP

Janitorial Services for Mayport, FL indentified in the Price Breakout Worksheet
IAW per SOW 66410-A-0409 at [REDACTED] for 7 months at [REDACTED] per/month.
PURCHASE REQUEST NUMBER: 1300621583-0001

MAX NET AMT	\$0.00
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ACRN AK

CIN: 130062158300010

SUBCLIN 171501 is added as follows:

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
171501		UNDEFINED		UNDEFINED	\$0.00

Access Control Services - Mayport, FL
FFP

Access Control Services for Mayport, FL indentified in the Price Breakout
Worksheet IAW SOW 66410-A-0409 at [REDACTED] for 7 months at [REDACTED] per
month.

PURCHASE REQUEST NUMBER: 1300621583-0001

MAX NET AMT	\$0.00
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ACRN AK

CIN: 130062158300011

CLIN 1724 is added as follows:

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
1724		9	Months		

EXERCISED
OPTIONCOMS LCS-1 Bridge PTT - Mayport, FL
FFPContractor Operation and Maintenance of Simulators (COMS) tasks for the
Littoral Combat Ship 1 (LCS-1) Bridge PTT and Supply Support indentified in
the Price Breakout Worksheet IAW SOW 66410-A-0409 in Mayport, FL.
FOB: Destination

MAX
NET AMT

PSC Code J069

SUBCLIN 172401 is added as follows:

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
172401		UNDEFINED		UNDEFINED	\$0.00

COMS LCS-1 Bridge PTT - Mayport, FL
FFPContractor Operation and Maintenance of Simulators (COMS) tasks for the
Littoral Combat Ship 1 (LCS-1) Bridge PTT and Supply Support indentified in
the Price Breakout Worksheet IAW SOW 66410-A-0409 in Mayport, FL for
for 5 months at per/month.

PURCHASE REQUEST NUMBER: 1300621583-0001

MAX
NET AMT

\$0.00

ACRN AK

CIN: 130062158300013

CLIN 1824 is added as follows:

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
1824 OPTION	COMS LCS-1 Bridge PTT - Mayport, FL FFP Contractor Operation and Maintenance of Simulators (COMS) tasks for the Littoral Combat Ship 1 (LCS-1) Bridge PTT and Supply Support identified in the Price Breakout Worksheet IAW SOW 66410-A-0409 in Mayport, FL. FOB: Destination	11	Months		
				MAX NET AMT	

PSC Code J069

SECTION E - INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for SUBCLIN 1707AA:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 171301:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	N/A

The following Acceptance/Inspection Schedule was added for SUBCLIN 171501:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	N/A

The following Acceptance/Inspection Schedule was added for CLIN 1724:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 172401:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	N/A

The following Acceptance/Inspection Schedule was added for CLIN 1824:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

SECTION F - DELIVERIES OR PERFORMANCE

The following Delivery Schedule for SUBCLIN 1707AA has been added:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
POP 01-APR-2017 TO 28-FEB-2018	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 1713 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
POP 01-MAR-2017 TO 28-FEB-2018	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
POP 01-MAY-2017 TO 28-FEB-2018	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 1715 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
POP 01-MAR-2017 TO 28-FEB-2018	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
POP 01-JUL-2017 TO 28-FEB-2018	N/A	N/A FOB: Destination	

The following Delivery Schedule for CLIN 1724 has been added:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
POP 01-JUN-2017 TO 28-FEB-2018	N/A	N/A FOB: Destination	

The following Delivery Schedule for CLIN 1824 has been added:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
POP 01-MAR-2018 TO 31-JAN-2019	N/A	N/A FOB: Destination	

The following have been modified:

5252.247-9505 TECHNICAL DATA AND INFORMATION (NAVAIR) (FEB 1995)

Technical Data and Information shall be delivered in accordance with the requirements of the Contract Data Requirements List, DD Form 1423, Exhibits A001 through A007, attached hereto, and the following:

(a) The contractor shall concurrently deliver technical data and information per DD Form 1423, Blocks 12 and 13 (date of first/subsequent submission) to all activities listed in Block 14 of the DD Form 1423 (distribution and addresses) for each item. Complete addresses for the abbreviations in Block 14 are shown in paragraph (g) below. Additionally, the technical data shall be delivered to the following cognizant codes, who are listed in Block 6 of the DD Form 1423.

(1) PCO, Code 2.5.3.6.1

(2) ACO, Code (See Below)

(b) Partial delivery of data is not acceptable unless specifically authorized on the DD Form 1423, or unless approved in writing by the PCO.

(c) The Government review period provided on the DD Form 1423 for each item commences upon receipt of all required data by the technical activity designated in Block 6.

(d) A copy of all other correspondence addressed to the Contracting Officer relating to data item requirements (i.e., status of delivery) shall also be provided to the codes reflected above and the technical activity responsible for the data item per Block 6, if not one of the activities listed above.

(e) The PCO reserves the right to issue unilateral modifications to change the destination codes and addresses for all technical data and information at no additional cost to the Government.

(f) Unless otherwise specified in writing, rejected data items shall be resubmitted within thirty (30) days after receipt of notice of rejection.

(g) DD Form 1423, Block 14 Mailing Addresses:

Addressee	Addressee Contact information	Mailing Address	Code
NAWCTSD PCO Mr. Sidney Galloway, Jr.	407-380-8331 Sidney.Galloway@navy.mil	NAWCTSD 12211 Science Drive Orlando, FL 32826	2.5.3.6.1
NAWCTSD PJM Ms. Wendy Williams	407-380-4399 Wendy.L.Williams@navy.mil	NAWCTSD 12211 Science Drive Orlando, FL 32826	1.3.6.1
NAWCTSD PCO DESIGNEE Ms. Wanda Greene	407-380-8298 Wanda.Greene@navy.mil	NAWCTSD 12211 Science Drive Orlando, FL 32826	2.5.3.6.1
NAWCTSD COMS Manager Ms. Angela DeOca	407-380-4858 Angela.DeOca@navy.mil	NAWCTSD 12211 Science Drive Orlando, FL 32826	6.6.4.10
Contracting Officer's Representative (COR) TBD	TBD	TBD	

Alternate Contracting Officer's Representative (ACOR) William Schmitt	619-556-3609 William.J.Schmitt@navy.mil	Training Support Center Code N74 3975 Norman Scott Rd. STE 1 San Diego, CA 92136-5588	
Administrative Contracting Officer (ACO) Mr. Jerry Miller	443 884-1096 Jerry.Miller@dcma.mil	217 East Redwood Street Suite 1800 Baltimore, Maryland 21202- 5299	

SECTION G - CONTRACT ADMINISTRATION DATA

Accounting and Appropriation

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$155,843.00 from \$3,409,030.60 to \$3,564,873.60.

SUBCLIN 1707AA:

Funding on SUBCLIN 1707AA is initiated as follows:

ACRN: AK

CIN: 130062158300009

Acctng Data: 1771804 8M4K 257 00024 0 050120 2D 000000

Increase: [REDACTED]

Total: [REDACTED]

Cost Code: A00003816894

SUBCLIN 171301:

Funding on SUBCLIN 171301 is initiated as follows:

ACRN: AK

CIN: 130062158300010

Acctng Data: 1771804 8M4K 257 00024 0 050120 2D 000000

Increase: [REDACTED]

Total: [REDACTED]

Cost Code: A00003816894

SUBCLIN 171501:

Funding on SUBCLIN 171501 is initiated as follows:

ACRN: AK

CIN: 130062158300011

Acctng Data: 1771804 8M4K 257 00024 0 050120 2D 000000

Increase: [REDACTED]

Total: [REDACTED]

Cost Code: A00003816894

SUBCLIN 172401:

Funding on SUBCLIN 172401 is initiated as follows:

ACRN: AK

CIN: 130062158300013

Acctng Data: 1771804 8M4K 257 00024 0 050120 2D 000000

Increase: [REDACTED]

Total: [REDACTED]

Cost Code: A00003816894

The following have been modified:

**5252.201-9501 DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE
(COR)(NAVAIR)(SEP 2012) - ALT I (SEP 2012)**

(a) The Contracting Officer has designated **TBD** as the authorized Contracting Officer's Representative (COR) to perform the following functions, duties, and/or responsibilities:

Mobilization:

1. Work jointly with outgoing and incoming contractors for the establishment of a baseline inventory for the contract.
2. Establish timeframes when all parties will be present for inventory transfers and signatures.
3. Provide copies of local rules and regulations, and an on-site orientation for the incoming contractor.
4. Establish a COR file to include:
 - a. Copy of the COR nomination and designation/appointment letters
 - b. Copy of proof of COR training
 - c. Copy of request for proposal (RFP) and all amendments
 - d. Copy of pre-award correspondence
 - e. Copy of contract and contract modifications as well as all attachments and appendices (list not inclusive)
 - i. Quality Assurance Surveillance Plan QASP
 - ii. Over and Above Work Request (OAWR) Form
 - f. Copy of the contractor's technical proposal

- g. Current on-site listing of contractor personnel performing contract requirements to include technical level, position, and shift assignment
 - h. Copies of contractor personnel security clearances
 - i. Records of all Government Furnished Property (Inventory records)
 - j. Formal Correspondence with contractor
 - k. Copies of the minutes for conferences and formal contract related meetings
 - l. Records of unforeseeable situations, conditions, Acts of God, etc. and any actions taken to minimize adverse consequences
5. Notify local security officer about new contractor personnel to determine base security procedures and to help ease contractor personnel processing (ie. Security badges, vehicle identification and parking, escort procedures, etc.)
6. Monitor incoming contractor performance in accordance with (IAW) the requirements of the Statement of Work

Contract Performance

1. Ensure task order does not become or appear to become personal services, as described at Federal Acquisition Regulation (FAR) 37.104
2. Work jointly with contractor and Government personnel
3. Maintain COR file with additional information as appropriate:
 - a. Copies of the minutes for conferences and formal contract related meetings
 - b. Formal Correspondence with contractor
 - c. Copies of the minutes for conferences and formal contract related meetings
 - d. Records of unforeseeable situations, conditions, Acts of God, etc. and any actions taken to minimize adverse consequences
 - e. Copies of all contract deliverables such as monthly status reports
 - f. Copies of all deductions and the performance requirements summary, as applicable
 - i. Include copies of any other descriptions of contractor performance or provisional deficiencies and steps taken to correct them
 - g. Copies of all DD-250 or other contractor invoices as applicable to contractor performance at the device site
 - h. Copies of all monthly premium time (PT) records and any other requests, inclusive of contractor's requests, and COR's authorization
 - i. Include copies of any OAWRs and Excess Repair/Replacement actions to document all labor hours, costs, and travel authorized and expended
 - j. Copies of any receipt and acceptance documents processed
 - k. Copies of (annual) contractor performance reports to the Procuring Contracting Officer (PCO), including the record of overall contractor performance evaluation at the end of the task order
 - l. Any additional supporting data
 - l. Letter termination COR (and/or Alternate COR (ACOR) and any technical assistants if assigned) appointment (if applicable)
4. Monitor contractor performance and notify the PCO of any problems
5. Review monthly utilization reports IAW the Contract Data Requirements Lists (CDRLs) and Data Item Description (DID) instructions/requirements
6. Review monthly DD-250s for accuracy IAW the task order
 - a. CLIN
 - b. Unit price
 - c. Total price
7. Review PT requests, monitor contract dollars for PT utilization, and notify cognizant COMS manager or contract specialist for PT dollar increases. UNDER NO CIRCUMSTANCES shall the COR authorize PT unless funds are available on the contract or unless the PCO has given authorization for the contractor to perform PT.
8. 60 days prior to the onset of transition, assess outstanding tasks (ie. MAFS) that need to be completed by the end of the task order. Immediately provide the PCO a copy of this list of outstanding tasks
9. Meet with outgoing and incoming contractors, as necessary, to facilitate smooth transition/mobilization

10. Notify and provide recommended corrective action to the contracting officer and superior of any of the following:
 - a. any violation of or deviation from the technical requirements of the task order
 - b. inefficient or wasteful methods in use by the contractor, including the contractor exceeding the requirements of the order or contract
 - c. improper use of government material, equipment, or property (GFE,GFP)

Transition

1. Coordinate and participate in the inventory transfers from outgoing contractor to Government, to new contractor
2. Verify outgoing contractor's inventory and annotate the condition, shortages/overages, calibration cycles, and disposition of items from the system.
 - a. Receipt/status of inventories should be signed by the outgoing site manager and the COR
3. Review the condition/status of the on-site inventory with the new contractor.
 - a. Should major discrepancies exist from the SOW that cannot be remedied on site, notify the PCO
 - i. Missing GFP
 - b. Receipt/status of inventories should be signed by the outgoing site manager and the COR
4. Should final inspection/performance requirement summary be acceptable, sign transition DD-250
 - a. If any discrepancies exist, forward DD-250 and a listing of all discrepancies to the PCO for final contract resolution
5. Maintain COR file

(1) The duties of the COR are to act as the Contracting Officer's Representative for technical direction and discussion as necessary with respect to the specification or Statement of Work and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of this contract (or delivery/task order), or to direct the accomplishment of effort which goes beyond the scope of the Statement of Work in the contract.

(2) The contract administration duties of the COR are as specified in the COR appointment letter. When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer in writing. No action shall be taken by the Contractor under such direction until the Contracting Officer has issued a modification to the contract or has otherwise resolved the issue.

(3) In the absence of the COR named above (due to reasons such as leave, illness, official travel), all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR (ACOR) acting on behalf of the COR.

(b) The Contracting Officer has designated **William Schmitt, 619-556-3609, Training Support Center Code N74 3975 Norman Scott Rd. STE 1 San Diego, CA 92136-5588** as the authorized ACOR to perform the functions, duties, and/or responsibilities listed below in the absence of **the COR**.

Contract Performance

1. Ensure task order does not become or appear to become personal services, as described at Federal Acquisition Regulation (FAR) 37.104
2. Work jointly with contractor and Government personnel
3. Establish a COR file to include:
 - a. Copy of the COR nomination and designation/appointment letters
 - b. Copy of proof of COR training
 - c. Copy of contract and contract modifications as well as all attachments and appendices (list not inclusive)

- i. Quality Assurance Surveillance Plan QASP
 - ii. Over and Above Work Request (OAWR) Form
 - d. Copy of the contractor's technical proposal
 - e. Current on-site listing of contractor personnel performing contract requirements to include technical level, position, and shift assignment
 - f. Copies of contractor personnel security clearances
 - g. Records of all Government Furnished Property (Inventory records)
- 4. Maintain COR file with additional information as appropriate:
 - a. Copies of the minutes for conferences and formal contract related meetings
 - b. Formal Correspondence with contractor
 - c. Copies of the minutes for conferences and formal contract related meetings
 - d. Records of unforeseeable situations, conditions, Acts of God, etc. and any actions taken to minimize adverse consequences
 - e. Copies of all contract deliverables such as monthly status reports
 - f. Copies of all deductions and the performance requirements summary, as applicable
 - i. Include copies of any other descriptions of contractor performance or provisional deficiencies and steps taken to correct them
 - g. Copies of all DD-250 or other contractor invoices as applicable to contractor performance at the device site
 - h. Copies of all monthly premium time (PT) records and any other requests, inclusive of contractor's requests, and COR's authorization
 - i. Include copies of any OAWRs and Excess Repair/Replacement actions to document all labor hours, costs, and travel authorized and expended
 - i. Copies of any receipt and acceptance documents processed
 - j. Copies of (annual) contractor performance reports to the Procuring Contracting Officer (PCO), including the record of overall contractor performance evaluation at the end of the task order
 - k. Any additional supporting data
 - l. Letter termination COR (and/or Alternate COR (ACOR) and any technical assistants if assigned) appointment (if applicable)
- 5. Monitor contractor performance and notify the PCO of any problems
- 6. Notify local security officer about new contractor personnel to determine base security procedures and to help ease contractor personnel processing (ie. Security badges, vehicle identification and parking, escort procedures, etc.)
- 7. Review monthly utilization reports IAW the Contract Data Requirements Lists (CDRLs) and Data Item Description (DID) instructions/requirements
- 8. Review monthly DD-250s for accuracy IAW the task order
 - a. CLIN
 - b. Unit price
 - c. Total price
- 9. Review PT requests, monitor contract dollars for PT utilization, and notify cognizant COMS manager or contract specialist for PT dollar increases. UNDER NO CIRCUMSTANCES shall the COR authorize PT unless funds are available on the contract or unless the PCO has given authorization for the contractor to perform PT.
- 10. 60 days prior to the onset of transition, assess outstanding tasks (ie. MAFS) that need to be completed by the end of the task order. Immediately provide the PCO a copy of this list of outstanding tasks
- 11. Meet with outgoing and incoming contractors, as necessary, to facilitate smooth transition/mobilization
- 12. Notify and provide recommended corrective action to the contracting officer and superior of any of the following:
 - a. any violation of or deviation from the technical requirements of the task order
 - b. inefficient or wasteful methods in use by the contractor, including the contractor exceeding the requirements of the order or contract
 - c. improper use of government material, equipment, or property (GFE,GFP)

Transition

1. Coordinate and participate in the inventory transfers from outgoing contractor to Government, to new contractor
2. Verify outgoing contractor's inventory and annotate the condition, shortages/overages, calibration cycles, and disposition of items from the system.
 - a. Receipt/status of inventories should be signed by the outgoing site manager and the COR
3. Review the condition/status of the on-site inventory with the new contractor.
 - a. Should major discrepancies exist from the SOW that cannot be remedied on site, notify the PCO
 - i. Missing GFP
 - b. Receipt/status of inventories should be signed by the outgoing site manager and the COR
4. Should final inspection/performance requirement summary be acceptable, sign transition DD-250
 - a. If any discrepancies exist, forward DD-250 and a listing of all discrepancies to the PCO for final contract resolution
5. Maintain COR file

(c) The effective period of the COR designation is **TBD** or for an additional six months if the extension as authorized by FAR clause 52.217-8 is utilized.

The effective period of the ACOR designation is **10 Apr 2017 through 31 Jan 2019** or for an additional six months if the extension as authorized by FAR clause 52.217-8 is utilized.

(End of Summary of Changes)